



JOB ANNOUNCEMENT

Procurement Officer II **Division of Finance and Administrative Services**

The Division of Finance and Administrative Services is seeking applications for the position of Procurement Officer II in Jefferson City.

JOB DUTIES:

- Work independently with general administrative supervision.
- Responsible for procurement activities in assigned areas within the Department.
- Provide supervision, guidance and/or mentoring for Procurement Officer I's and support staff.
- Provide staff with developmental opportunities and growth potential.
- Determine work assignments within assigned area for subordinate staff.
- Participate in training activities to increase knowledge and proficiency in assigned areas.
- Ensure compliance with procurement policies procedures, statutes, and regulations.
- Provide training to Department staff regarding procurement policies, procedures and regulations.
- Receive, distribute, approve, and/or process purchasing requests in assigned area.
- Assist with the formulation of contract and RFP scopes of work.
- Prepare solicitation documents according to written guidelines
- Participate in bid evaluations and/or evaluate bids/proposals/quotations received to ensure compliance with specifications and all requirements stated in the solicitation documents.
- Coordinate solicitation activities with the Division of Purchasing in the establishment of contracts.
- Consult with the Division of Purchasing, program/facility staff and vendors to clarify contract related issues.
- Prepare and issue correspondence as appropriate.
- Prepare reports on Department MBE/WBE participation.
- Analyze expenditure data to identify opportunities to increase MBE/WBE participation.
- Confer with administrative staff regarding procurement and fiscal matters.
- Maintain contract and other procurement files.
- Maintain accurate information in Department information systems.
- Conduct research to determine industry standards and price breaks, and to locate new, substitute, and hard-to-find products.
- Perform other related work as assigned.

QUALIFICATIONS:

One or more years of experience as a Procurement Officer I or a Buyer II with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, or Business or Public Administration; and,

Three or more years of technical or professional experience in procurement, accounting, or closely related fiscal management activities of which one or more years involved primary procurement responsibility for a small facility or a medium-size organization.

(Additional experience at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I which primarily involved procurement activities may substitute on a year-for-year basis for deficiencies for the required education.)

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required general experience.)

SALARY RANGE: \$1812.00 - \$1,881.50 semi-monthly

TO APPLY: Please send a cover letter, resume, and transcript along with a completed DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to Brenda Becker via e-mail at brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is May 26, 2016. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER